



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

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SECRETARY

PAUL J. COTE, JR.  
COMMISSIONER

June 26, 2006

Dear Current and Future BSAS Vendors:

The Bureau of Substance Abuse Services and Office of Purchase of Services are pleased to offer current and potential vendors a workshop on the Request for Response (RFR) process. This workshop will provide participants information about:

- RFR components and RFR process
- becoming qualified as a vendor with the Department of Public Health
- developing successful proposals
- navigating Comm-PASS
- completing required submission forms.

The workshop will be offered on:

Tuesday, July 25th

10am to noon

China Trade Center, 2 Boylston St. Boston

The China Trade Center is located at the corner of Boylston and Washington Streets in downtown Boston, accessible by the MBTA Green line Boylston St. exit or MBTA Orange line Chinatown exit.

**Please have a picture ID with you to enter the building.** The workshop is free but space is limited so please register by emailing your name, agency, and number of people who will be attending to:

[Elaine.Sterzin@state.ma.us](mailto:Elaine.Sterzin@state.ma.us) or telephone Elaine at 617-624-5120.

Please respond by July 20th to reserve your seat.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael P. Botticelli".

Michael Botticelli

Assistant Commissioner for Substance Abuse Services